

VACANCY ANNOUNCEMENT

American Embassy Nouakchott

OPEN TO: All Interested Candidates
POSITION: Nurse Assistant, FSN-8
OPENING DATE: Wednesday, July 5, 2006
CLOSING DATE: *Wednesday, July 19, 2006*
WORK HOURS: Part-Time (minimum 20 hours/week)
SALARY: (available upon request at HRO)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Nouakchott is seeking 1 individual to fill the vacant position of Nurse Assistant in the Health Unit section.

BASIC FUNCTION OF POSITION

Assists the primary health provider in performing nursing duties required for American employees and family members seeking medical assistance in the Health Unit by treating; dispensing medication to those having minor medical complaints, and basic clerical duties as needed.

Information about position description is available upon request.

For additional information contact the Human Resources Office at 525-2660, on extension 4475, 4534 or 4488.

QUALIFICATIONS REQUIRED:

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Diploma from a U.S. school of nursing, or Western European equivalent with comparable licensure.
2. Three years of professional nursing experience.
3. Level S/4 R/4 English and S/2 R/2 French are required.

4. Working knowledge of Microsoft Office Suite software (Word, Excel, PowerPoint and Outlook) is required.
5. The ability to work in a high stress environment is required.

SELECTION PROCESS:

When equally qualified. U.S. Citizen Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application. **Selected candidates will be tested in English during interviews.**

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

TO APPLY

Interested applicants for this position should submit the following:

1. Letter of Application
2. A current resume or curriculum vitae
3. Documentation (e.g., certificates, awards earned, proof of an active license) that address the minimum requirements of the position as listed above.
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

A completed Embassy application form and/or résumé should be received by the Human Resources Office at the Embassy by close of business on **July 19, 2006**

SUBMIT APPLICATION TO

Human Resources Office
American Embassy Nouakchott
P.O. BOX 222

POINT OF CONTACT

Human Resources Office
Telephone: (222) 525-260, Ext 4475, 4534 or 4488
FAX: (222) 525-1592
IVG Fax: 598-4428

DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Family Member (FM): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

Note: A Social Security Number is required to all Not-Ordinarily Residents

ONLY THOSE WHOSE APPLICATIONS HAVE BEEN TAKEN INTO CONSIDERATION WILL BE CONTACTED FOR INTERVIEW AND/OR TEST.

CLOSING DATE FOR THIS POSITION: *Monday, July 19, 2006*

An Equal Opportunity Employer

Drafted: *HR:Afall*
Cleared: *MED:JBaby*
Cleared: *HR:MGKoutsis*
Approved: *MGT:JMadden*